

TOWN OF SUNSET BEACH

TOWN COUNCIL AGENDA ITEMS

MEETING DATE: May 6, 2013

AGENDA ITEM NUMBER: 5c

SUBJECT: Consideration of Selection of Facility Expansion Consultant

SUMMARY OF INFORMATION:

The subject of doing a space needs study arose after consideration of expanding the Council Chambers. While looking at that, additional needs arose, such as a training room for police officers, storage space for town records in a fire-proof vault, storage for site plans and other building inspections documents, and space for public works equipment.

Council interviewed three firms on April 16 during the work session meeting. Those firms were: Becker Morgan Group, ADW Architects, and Bowman Murray Hemingway Architects (in Association with Solutions 4 Local Government). All the firms do a space needs study first and determine what the needs are, if any. They analyze what the options are, and of course, if the Town wishes to proceed by renovating existing buildings or constructing a new one, they can provide the architect services and construction contract administration.

Rick Collins was the presenter for Becker Morgan and described the process that they would use which would involve talking to Council and department heads about what the needs were. He said that it is basically an intuitive process after those interviews and examining the existing use of space. They'll include an analysis of our technology use if desired, and he discussed making the conference room and chambers more amenable to presentations. He also mentioned that they take an environmental approach to constructing parking lots. They've done similar projects in Lumberton and Jacksonville. It will take two months for the space needs analysis part.

Jim Powell made the presentation for ADW Architects. He provided a detailed explanation of their process that would include interviews (bottom-up if desired, then department heads). They'd look at who the person works with and how that impacts space needs, and they'd also look at current and future laws and how they might impact those needs. They provide a decision matrix that shows options with pros and cons and the costs involved for each option. An analysis of technology use will be included. They've done a lot of similar studies in towns our size like Troy, Waynesville, Elkin, Randleman, and Jonesville. Size of staff drives the length of time necessary to do a space study, which may take anywhere from one and a half to three months.

Bruce Bowman did the presentation for Bowman Murray. The firm uses Steve Allan's firm, Solutions 4 Local Government, to do the space study. That firm starts with, "Tell me what you do... Not with what you need." They go out to where the staff is and work with all staff or department heads, depending on how the Town wants to do it. They assess operations and trends, project future personnel levels and future space needs, and do a needs assessment report. They've done similar projects for the City of Wilmington, New Hanover County, and the Town of Atlantic Beach. They estimate that it will take about 45 days to do a space study for a town our size.

If Council desires to proceed with this study, the Town Administrator should be authorized to negotiate with the firm selected and report that result to Council before a decision to retain the firm is made.

TOWN ADM: (x) DEPT. HEAD ()